**JOB DESCRIPTION - Human Resources Administrator**

You will be required to carry out a range of administrative duties within our busy team including payroll, pension, recruitment, absence, probation and staff survey management. You should therefore have excellent administrative, organisational and IT skills, a good standard of education and a relevant Human Resource qualification.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To be part of the Support Team and take responsibility for the day to day administration across the Team, predominantly in relation to HR and Payroll.
2. To be the main point of contact for general HR administrative enquiries from schools, referring queries where necessary to the HR Lead.
3. To provide full administrative support to all Trust schools and across Trust Centre including contracts / employment changes / payroll changes.
4. To be pro-active in improving processes and ensuring legal compliance. In particular, prepare and maintain regular and ad hoc reports including probation, sickness, holiday, and distribute where necessary. Other HR Metrics to support reporting across the Trust for Trustees.
5. Control all payroll starter and leaver details including any changes to pay documentation. Ensure that starter and leaver information, salary and pension changes are authorised and passed to payroll to meet Payroll deadlines.
6. To ensure an effective Pension administration process and service across for 800 staff in both TPS and LGPS across 2 authorities.
7. Manage annual staff survey process and help generate action plans across 14 schools and Trust Centre.
8. Supporting the HR Lead in the administration process for recruitment and selection, in particular:
	* Drawing up and placing adverts for schools who require support.
	* Oversee the preparation and distribution of interview packs.
	* Managing applications and offer advice where necessary on issues raised.
	* In completing pre-employment checks for Leadership preferred candidates in a timely manner.
	* Managing the HR records at Trust Centre and ensuring all are kept up to date
	* Responsible for the new starter process for Trust Centre, including setting up new starters, DBS checks and ensuring all details are accurately recorded, such as qualifications, reference checks etc
9. To manage the probationary reports, issuing probationary guidance, making sure probationary reports are prepared by schools by the appropriate date and returned to the Support Team accordingly.
10. With guidance from the HR Lead initially, advise on minor disciplinary/grievance issues as well as other casework management.
11. Support the HR Lead in researching, writing and developing a consistent set of up to date HR policies for all Trust schools (across 3 LA’s) ensuring consultative processes are managed.
12. Support at Trust JCNC meetings alongside the HR Lead, organizing the agenda and taking minutes.
13. Support the Trust in the effective administration of pending TUPE academy conversions into the Trust.
14. Provide administrative support for disciplinary and grievances by producing meeting documentation packs, standard letters, arranging formal meetings and taking and producing minutes within the required timescales.
15. Assist with producing reports and management information as requested.
16. Under the guidance of the HR Lead, offer basic training for headteachers and leaders on HR processes. In time, deliver consistent advice and support for Performance Management across all schools, supporting Heads in ensuring a coherent approach is taken across all Trust Schools
17. To be responsible for the leaver process, including:
	* leaving correspondence
	* leaver emails
	* calculating outstanding annual leave
	* completing the leaver form for payroll
	* exit questionnaires
	* monitor and record information contained on exit questionnaires, and any issues on the questionnaire are raised with the HR Lead
	* updating structure charts
18. Supporting the leaders of schools / managers across the Trust in the use of correct procedures and policies
19. Any other duties deemed necessary and commensurate with grade for role to meet business needs.
20. The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the post holder to undertake the new / varied work.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** | * Good standard of education.
* Certificate in Personnel Practice.
 | * Degree in HR Management or
* CIPD Qualified
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| **Knowledge and Experience** | * Previous experience within a HR environment.
* Good general administration experience.
* Proven numerical/mathematical ability.
* Working in a busy environment with tasks that require a short turnaround.
* Experience of LGPS and TP Schemes, particularly employer administration responsibilities.
* Understanding of Employment Law and Education Regulations as applied to teaching and Local Government Support Staff in schools.
* Understanding of TUPE legislation and academy conversions.
* Knowledge of HR policies and procedures and how to effectively research, develop and update.
* Understanding of terms and conditions of employment for teaching and non-teaching staff in schools / academies.
 | * Experience of working for a MAT / with numerous stakeholders across different sites.
* Understanding of Trade Union Consultative Committee processes.
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| **Skills** | * Ability to work with limited supervision, to make decisions and work on own initiative.
* Ability to demonstrate strong IT skills, with an ability to set up databases using Microsoft Office applications.
* Effective communication skills, in order to deal tactfully and sensitively with people at all levels.
* Good organisational and interpersonal skills.
* Ability to establish and maintain good working relationships with a wide range of people.
* Ability to work effectively as part of a team.
* Ability to operate within tight deadlines and manage a number of work activities at any one time.
* Process driven
* Strong written and verbal communication skills
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| **Attitude** | * Willingness to work under pressure whilst maintaining a professional attitude.
* Ability to deal with sensitive and confidential matters as necessary.
* A desire to establish a career within HR.
* Positive “can do” attitude
* Keen to progress and develop
* Ability to meet the needs of a fast-growing MAT
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